

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

BOARD POLICY

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I. **APPLICATION:**

- SCCCMHA Board
- SCCCMHA Providers & Subcontractors
- Direct-Operated Programs
- Community Agency Contractors
- Residential Programs
- Specialized Foster Care

II. **POLICY STATEMENT:**

It shall be the policy of St. Clair County Community Mental Health Authority (SCCCMHA) to restrict solicitation by employees, vendors' sales representatives, and others to minimize interference with the Agency's operation and to protect the privacy of its staff, visitors, and people we serve.

III. **DEFINITIONS:**

- A. **Solicitation:** The selling or promoting of products, goods or services; use of names or other identifying information for the purpose of solicitation; seeking contributions or pledges, and the distribution of printed materials; and conducting membership drives for organizations other than those authorized by the Chief Executive Officer.
- B. **Working Time:** The time staff is actually engaged in work and does not include authorized mealtime, break time, or other periods when employees are authorized not to be engaged in work tasks.

IV. **STANDARDS:**

- A. Sales representatives or vendors dealing in SCCCMHA supplies, equipment, or services must conduct business in accordance with SCCCMHA regulations.
- B. Fund raising or sales activities (such as SCCCMHA's United Way/Red Cross drive, blood drives) sponsored by SCCCMHA are considered authorized activities when approved by the Chief Executive Officer and, therefore, are not precluded by this policy.
- C. Solicitations and/or distribution by employees of printed matter, or solicitation in any manner, including e-mail, for funds, products, services, memberships, or for any other reason on company

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property is not permitted, except in non-work areas during the non-work time of all involved. The distribution of any literature or other written material within work areas is prohibited. Non-employees are prohibited from solicitation of any kind on SCCCMHA premises.

D. Violation of this policy should be reported to the Chief Executive Officer.

V. PROCEDURES:

A. Approval Process

Employee

1. Submits a request, in writing, to the Chief Executive Officer for approval to distribute printed material or solicit in any way, as defined above, outside of standards.

Chief Executive Officer/Designee

2. Reviews to determine that the request would not impair its non-profit, non-sectarian, independent, and non-political status; and to preserve both the fact and appearance of SCCCMHA's impartiality.

All

3. Reports any observed solicitation to immediate supervisor who will be responsible for determining whether such persons are authorized as indicated above. If not authorized, supervisor informs such persons of this policy and advises them that failure to cease may result in appropriate action against the offender. If the offender is an employee, such action may include discipline in accordance with SCCCMHA policies. If not an employee, such action may include notification of police/law enforcement personnel.

VI. REFERENCES:

None Available.

VII. EXHIBITS:

None Available.

VIII. REVISION HISTORY:

Dates issued 08/04, 08/06, 08/08, 08/10, 05/12, 07/13, 09/14, 09/15, 09/16, 09/17, 09/18, 09/19, 11/20, 02/22, 01/23.